



Requirements to Advance to a Professional Occupational License

1. Completed application found at: <https://tn.gov/education/topic/advance-a-license>.
2. Provide verification of current/valid industry certification where required by teacher endorsement area. Required industry certification can be found in the current correlation of course codes document: <https://www.tn.gov/education/topic/dataquality>.
3. Submit evidence of attendance during the first year of teaching for a total of five (5) days at new teacher training sponsored by the Career and Technical Education Division, Tennessee Department of Education.
4. Provide documentation of four (4) days release time to observe three (3) experienced teachers within your endorsed area and one (1) experienced teacher outside of your teaching area. Provide evidence of an assigned teacher mentor during the first three (3) years of teaching.
5. Complete successfully a teacher education program of no more than eighteen (18) semester hours designed to meet the knowledge and skills for teacher preparation. These courses must be completed within three years of employment utilizing an apprentice occupational educator's license. Candidates must be recommended by an institution of higher education with a preparation program approved according to standards and guidelines established by the Tennessee State Board of Education. A teacher who meets all the knowledge and skills at the time of employment is exempted from these requirements but must provide documentation. An official transcript reflecting the required coursework must be submitted with the advancement packet.
6. Complete three (3) years of teaching in an approved school and receive a positive recommendation based on your evaluation by the local education agency. Form found at: <https://cms.tn.gov/education/topic/advance-a-license>.